CURRICULAR PRACTICAL TRAINING (CPT)

APPLICATION CHECKLIST

- ❑ Completed Request for Practical Training Form?
- ❑ Have insurance through end of CPT?
- ❑ Registered for the credit (if applicable)?
- ❑ Have letter from employer?
- ❑ Taken care of registration holds?

F-1 students whose program of study includes a cooperative education experience, an internship, or other outside work component can apply for Curricular Practical Training (CPT). Although permission for CPT is relatively simple and quick to obtain, students must meet certain requirements for the training and must receive written permission for the training from the Office of International Student and Scholar Services before beginning work.

Eligibility

- Student must have been lawfully enrolled on a full-time basis for one full year before being eligible for CPT. An exception exists for graduate students whose programs require immediate curricular practical training.
- CPT is available only while a student is in F-1 status, before program completion.
- Students in English language training programs are ineligible for CPT.

Requirements

- The employment must be an integral part of an established curriculum, i.e., required for program completion or credit-bearing. Some examples of qualifying employment include practicums, alternate work/study, internships, and cooperative education.
- The employment must be directly related to the student's field of study and commensurate with his/her educational level.

Duration

- CPT may be granted in one-year increments. However, there is no limit on either the number of times a student may engage in either part or full-time CPT.
- Part-time training has no effect on Optional Practical Training (OPT); however, receiving 12 months of full-time CPT constitutes a forfeiture of OPT after graduation.

Application Procedures

- Make certain the employment meets the criteria above.
- Make certain all holds have been removed from your account and that required health insurance has been obtained for duration of training.
- Obtain a job offer and request a letter indicating job title, dates of employment, number of hours, and location of employment.
- Complete Request for Practical Training Form.
- Register for the credit (if applicable).
- Bring completed form and copy of job offer letter to OISSS. OISSS will generate a new I-20 with the notation for CPT on page 3.

Limitations

- There is no limit to how much CPT you can receive-as long as it meets requirements. Training may be full or part-time.
- Part-time training has no effect on Optional Practical Training (OPT); however, receiving 12 months of full-time CPT constitutes a forfeiture of OPT after graduation. (Full-time CPT is any number exceeding 20 hours.)
- The earliest you may begin employment is the date on which your complete application (i.e. all forms submitted and holds removed) is received in the office.
- CPT terminates when you fail to comply with F-1 regulations or when you transfer and register for courses at another institution.
- Students who request a part-time CPT authorization must be registered for part-time classes.
- If you change internship employers or you will need to extend for an additional semester, the entire application process must be repeated.
- If, for whatever reason, you end your internship earlier that expected, you should notify the Office of International Student and Scholar Services by having an official letter sent from the company. This is especially important if your CPT is full-time.